

# **FIRE factor** Campus Fire Safety **FIRE factor**

## **Checklist:**

Compiled by the University of Illinois Fire Service Institute

**This checklist is intended to get you and occupants of your residence thinking about your and their safety. It is not an all-inclusive list, and not all items may apply. If you have questions or concerns, please contact your local fire department for further information about how to keep your property clean and reduce your risk of fire. Following this checklist DOES NOT warranty against a fire, but rather renders you better able to respond to, evacuate from, and mitigate an emergency.**

### **House Safety:**

- Equipped with functioning and tested smoke detectors.
- Equipped with a tested notification system for internal evacuation.
- Alarm system designed to automatically alert the fire department upon activation.
- All fire extinguishers tested, and placed on every floor.
- Equipped with installed life safety systems, such as sprinklers, which have been regularly tested and maintained.
- Fire Department Connection (for sprinklers and standpipe systems) are clearly marked, clear of debris and easy to access
- Closest fire hydrants (one in each direction, if possible) are kept clear of tall grass, snow, roadside debris. (Report to your FD if they are not in good repair, remove tall grasses and snow)

### **House Inspections:**

- All alarm devices (smoke detectors, internal evacuation systems, fire alarm notification systems) visually checked monthly. Look for loose wires, damaged detectors, missing batteries.)
- All batteries in alarm devices replaced biannually. (When you change your clocks, or labor day/valentine's day if your state doesn't observe DST.)
- Alarm devices and life safety systems professionally cleaned and serviced annually.
- Battery detectors replaced every five years.
- Alarm devices tested on a regular basis.
- All tests, inspections and replacements documented
- A single individual, or designated group, placed in charge of arranging testing and repairs.

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## House Maintenance:

- Windows wells kept clear of debris and obstructing objects.
- No combustible items stored around exterior of the house.
- Trash cans and dumpsters located a minimum of 20 feet from the house.

### *Electrical Maintenance:*

- All fuse breakers loaded appropriately.
- Fuse breakers labeled for easy access.
- All tripped breakers and blown fuses identified and corrected.
- All rooms rated for maximum amps, and energy draw per room monitored.
- Number of extension cords in use monitored.
- No extension cords over 6 feet in use.
- All outlets properly grounded.
- Electric blankets turned off during the day.

### *Kitchen:*

- Hood and Ansul systems compatible with extinguishers.
- Ducts, filters, and fans checked monthly for excess grease buildup.

### *Furnace/Boiler Room:*

- Located in a fire resistant enclosure.
- Equipped with self-closing and self-latching doors.
- Free of all combustible debris.
- ABC extinguisher located in immediate vicinity.

### *Fireplaces:*

- Inspected annually.
- Flue works correctly.
- Only appropriate wood burned.

### *Chemical Storage:*

- Any quantity of flammable or combustible liquid greater than 1 pint stored outside the house or in a secured steel locker.
- Paints, solvents, and oily rags stored in metal containers or lockers.

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### **Exits and Evacuation:**

- All occupied rooms and assembly areas have two methods of entry and exit. These secondary exits meet your local fire code, and remain operational and unobstructed both inside and out.
- Evacuation routes posted and reviewed each semester/term.
- Occupants aware of numbers of doors and steps from each room to primary exit.
- Occupants aware of the number of crawls from their room to primary and secondary exits- record this on the bottom corner of the exits from the room.
- Simple fire drills conducted biannually.
- Advanced fire drills conducted annually.
- Fire drills unannounced to occupants, but with consent and knowledge of the fire department, alarm company and 911 center.
- Doors and doorways kept clear.
- Self-closing doors fully operational and tested, any not propped open.
- Positive latching mechanisms operational and tested.
- Stairwells isolated from other areas of the house.
- Stairwells equipped with fire stopping and fire doors.
- Stairwells exit to the exterior of the house.
- No stairwells blocked in any way by storage.
- Handrails and boards tightened and secured.
- Emergency lighting installed, maintained and tested.
- Alternate plans of egress in place for all sections of house.
- Each room equipped with a blanket, duct tape, and flashlights for use in emergencies. This kit can aid in escape, assist the fire department in locating you in an emergency, and can slow the entry of smoke and other products of combustion into your room while awaiting rescue.

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**Risk Factor Management:**

*The following items and activities should be banned from all occupied rooms and common areas:*

- Smoking
- Candles
- Incense
- Hot plates
- In-room cooking
- Space heaters (without safety shut-offs)
- Halogen lamps (without safety screens)
- Flammable liquids
- Liquefied gases
- Charcoal grills
- Ashes/coals

*Occupants should constantly be updated on fire safety regulations. In addition, occupants should be alerted to the following safety concerns:*

- Access to the house must be limited, especially during academic breaks.
- Alcohol consumption exacerbates the risk of fire exponentially.
- During parties, all common areas checked regularly for full ashtrays and smoldering materials.
- All occupancy limits followed during large events.
- Ashtrays dumped in a secure sand or water receptacle, not in trash.

**Fire Safety Skills:**

*Occupants should understand and be able to demonstrate the following concepts and practices:*

- Locating the two closest fire extinguishers in each given area
- Operating fire extinguishers
- Understanding when a fire is too large for an extinguisher.
- Closing doors when exiting the fire room.
- Proper actions when trapped in a room.
- Accountability of other house occupants after an evacuation.
- Operation of installed hood systems, if present.

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**Escape Plan:**

*Occupants must be fully trained in the house escape plan, with an emphasis on the following concepts.*

- Move as soon as the alarm sounds.
- Wake others in the same room.
- Before opening the door, check the knob and door for heat, and the door edges for smoke.
- Duct tape and rags kept in each room to seal a door from smoke ingress if necessary.
- Door left unlocked for fire department entry. When exiting a room, close but do not lock the door
- Never enter a smoke-filled hallway.
- Check stairwells first before entering.
- Go down stairs feet-first, spread-eagle style.
- Designate a meeting place nearby where all occupants will congregate.
- Ensure that the meeting place is out of the way of operating firefighters.
- Designate one house member to liaison with fire department.
- NO ONE allowed back inside.

**Disseminating Information:**

- Speaker from fire department or prevention bureau.
- Require consistent reporting on all safety issues.
- Emergency numbers posted on every house and room phone.
- Program all emergency numbers in occupants cell phones.
- Create an emergency notification tree.

**Further Resources:**

National Fire Protection Association  
[www.nfpa.org](http://www.nfpa.org)

Campus Firewatch  
[www.campus-firewatch.com](http://www.campus-firewatch.com)

College Fire Safety  
[www.collegefiresafety.org](http://www.collegefiresafety.org)

[www.usfa.fema.gov/safety/college.htm](http://www.usfa.fema.gov/safety/college.htm)

“Get Out and Stay Out”  
College Fire and Safety Forum  
Campus Firewatch  
Fire Safety 101  
Specific incident reports.

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